



The Council on Sex Offender Treatment
Texas Department of Health
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Position of Case Manager for Sexually Violent Predators in the Outpatient Sexually Violent Predator Treatment Program

The Council on Sex Offender Treatment issues an invitation for applications from applicants with a Bachelor's Degree in criminal justice, law enforcement, psychology, counseling, social work or a related field. Must have three years of professional paid experience supervising sexual assault perpetrators or violent offenders. Prefer knowledge of sexual violence, sexual assault cycles and behavioral profiling. Case manager applications will be accepted to provide services for those who are civilly committed as a sexually violent predator (SVP).

FLSA Status: Contractor

Job Summary: The Civil Commitment Case Manager reports to the Council on Sex Offender Treatment (Council), or the Council designee. The Civil Commitment Case Manager provides supervision to the civilly committed Sexually Violent Predator (SVP). The Civil Commitment Case Manager ensures community safety by monitoring the SVP and communicating with law enforcement, treatment contractors and the committing judge. The Civil Commitment Case Manager is required to travel in a limited area while providing supervision to the SVP and to provide testimony in court as needed. The Civil Commitment Case Manager performs day-to-day duties with little supervision, makes high quality decisions and has considerable latitude for using appropriate professional judgment. The Civil Commitment Case Manager is expected to complete the essential functions of this job under the supervision of the Council's Executive Director or Council designee.

Duties include: Maintain the safety of the community and the welfare of the citizens. Provide supervision of the SVP. Coordinate outpatient treatment for the SVP. Communicate with all professionals and collateral contacts involved in the case. Train supervised living staff. Maintain communication with the judge. Provide reports to Council and make recommendations for the release of the SVP.

Duties	Performance Standard
1. Attend and participate in training	<ul style="list-style-type: none">• Completes orientation training.• Completes 12 hours of CEU's annually pertaining to the job, for example, violent offenders, sex offenders, sex abuse trauma or behavioral profiling.• Attends training(s) required by the Council.• Conducts training, including on the job training for supervised living staff, as requested by the Council.• Provides consultation to other parties, especially supervised living staff, as requested by the Council.
2. Communication	<ul style="list-style-type: none">• Communicates to the SVP orally and in writing the SVP's rights, expectations, guidelines, registration requirements and restrictions.• Maintains contact with the Treatment Contractor, including at least one face-to-face meeting per month.• Immediately notifies Texas Department of Public Safety (DPS) when the SVP violates any civil commitment or registration requirements.

(#2 continued)	<ul style="list-style-type: none"> • Notifies DPS and the treatment contractor of any changes that affect treatment or supervision. • Maintains contact with all other professionals involved in the case including but not limited to DPS, polygraphers, tracking services staff and other professionals. • Provides monthly reports to the Council, or more often if requested by the Council. • Communicates with the local judge and makes timely recommendations. • Provides a biennial examination to the judge. • Petitions the court for release of the SVP when the SVP is no longer likely to engage in a predatory act or violence. • Is available twenty-four hours a day, seven days a week to be contacted by any professional involved with an SVP.
3. Conduct Assessments	<ul style="list-style-type: none"> • Ensures that the Structured Interview of the SVP is completed within five (5) days of admission. • Completes formal assessment using required forms within thirty (30) days of the SVP's admission. • Conducts termination examination and makes recommendation of SVP's release from civil commitment.
4. Conduct Supervision Planning	<ul style="list-style-type: none"> • Completes an initial supervision plan within thirty (30) days of the SVP's admission. • Updates the supervision plan each time the SVP fails to attain goals in the specified time frame or the SVP moves to a new level of supervision. • Completes Monthly Progress Reports by the fifth (5th) of each month. • Sends Monthly Progress Reports to the Executive Director for each SVP by the tenth (10th) of each month.
5. Conduct Supervision	<ul style="list-style-type: none"> • Conducts a face-to-face meeting with each SVP every week. • Conducts field visits monthly. • Creates and maintains a collateral contact list for each SVP. • Has contact with at least one person on the collateral contact list each month. • Ensures that the SVP complies with requirements for tracking services.
6. Documentation	<ul style="list-style-type: none"> • Places the initial supervision plan in the SVP's file within thirty (30) days of the SVP's admission. • Places updated Monthly Progress Reports in the SVP's file by the fifth of each month. • Places documentation in the SVP's file of office visits, field visits, collateral contacts, contacts with therapists and other persons the day the service is rendered or the contact is made.
7. Case Management	<ul style="list-style-type: none"> • Ensures that the SVP is assigned to a therapist. • Meets with the SVP's therapist monthly. • Ensures that the SVP is assigned to a tracking service caseload. • Conducts quarterly staffings with the SVP's therapist, tracking service agent and any other professionals providing services to the SVP. • Coordinates with all professional persons or agencies providing any service to the SVP.
8. Ensure safety and security at all times	<ul style="list-style-type: none"> • Monitors the SVP for signs of trouble or potential problems and increases supervision or sanctions to ensure community safety.

(#8 continued)	<ul style="list-style-type: none"> • Monitors collateral contacts and professionals dealing with the SVP and at the first sign of trouble, increases supervision or sanctions to ensure community safety. • Reports safety concerns to all professionals and agencies and the Council.
9. Model appropriate behavior for SVPs and staff	<ul style="list-style-type: none"> • Abides by and promotes the Council Code of Ethics. • Knows and practices principles of the Council Philosophy and Mission Statement. • Demonstrates care, concern, honesty, dependability, reasonableness, confidentiality, fairness and respect to others.
10. Maintain good work habits	<ul style="list-style-type: none"> • Is on time and attends all meetings in their entirety. • Attends all required meetings. • Attends all scheduled court appointments for SVPs. • Stays informed about program changes, rule changes and changes in policy and procedures. • Provides documentation for absences.

Minimum Qualifications: A Bachelor's Degree in criminal justice, law enforcement, psychology, counseling, social work or a related field. Must have five years of professional paid experience supervising sexual assault perpetrators or violent offenders. Prefer knowledge of sexual assault survivor issues. Must be knowledgeable about the process of sexual violence, sexual assault cycles and behavioral profiling.

Knowledge, Skills and Abilities:

1. Knowledge of probation or parole supervision techniques and guidelines.
2. Knowledge of sex offenders, violent offenders and psychopaths.
3. Knowledge of sexual violence, sexual assault cycles and behavioral profiling.
4. Knowledge of sexual assault victim and survival issues.
5. Knowledge of sexual offender laws including but not limited to laws pertaining to the SVP, registration and child safety zones.
6. Knowledge of sex offender counseling, tracking services, and electronic monitoring.
7. Knowledge of case management practices.
8. Skill in dealing with sex offenders, psychopaths, mental health professionals and the court.
9. Skill in conducting assessments and providing supervision.
10. Skill in communicating with SVPs, other professionals, the community, victims and families of victims.
11. Ability to organize and schedule activities for SVPs.
12. Ability to accept and use supervision.
13. Ability to maintain order, discipline fairly, remain calm and act quickly in emergencies.
14. Ability to maintain accurate supervision records.
15. Ability to provide training to staff.
16. Ability to learn and use Council policies, procedures, philosophy and principles.
17. Ability to promote and help SVPs lead offense free, emotionally and psychologically healthy and productive lives.

The applicant understands that the above are the major duties but that the duties are not limited to those listed above. The applicant also understands that the Council's Executive Director, or his or her designee, might assign additional duties and agrees to complete those duties as assigned.

Salary: Case Manager will be paid \$20.00-25.00 per hour depending upon qualifications and experience. SVP caseload will not exceed 10 SVPs. Billable hours will not exceed 16 hours per month per SVP (four-week month) and 20 hours per month (five-week month) unless pre-approved by the Council's Executive Director. The case manager will be reimbursed for travel per State of Texas Guidelines. The case manager will not be housed with the

Council on Sex Offender Treatment, but will maintain his or her own office site at his or her own expense. The case manager will be required to maintain his or her own transportation; auto-liability insurance; Internet service; computer with a Pentium processor, Windows 95 or 98 and a modem; and a pager.

The Case Manager will be reimbursed for documented SVP related long-distance telephone calls and photocopying.